THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

Requisition No:	OOC0283232				Date Posted: _	06/20/11
POSITION NO:	202586				Closing Date:	07/01/11
CLASS CODE:	1518					
POSITION TITLE:		SENIOR ACCOUNTANT				
DEPARTMENT NAME:		Office of Controller / General Accounting Section				
DEPARTMENT NO): 28	WORKSITE LOCATION:		Windov	w Rock, AZ	
WORKS DAYS/HO	URS:	POSITION TYPE:			GRADE:	R65A
Days: Mon - Fri		Permanent: <a> 			SALARY:	
Hours: 8:0	00 am - 5:00 pm	Temporary:	Duration:		\$ \$41,516.80	Per Annum
		Part-Time:	No. of Hrs/Wk: _	40	\$ 19.96	Per Hour

DUTIES AND RESPONSIBILITIES:

Performs account analysis and bank reconcilations for both small and large bank accounts. Ability to read and interpret financial data and create reports from data for management decisions. Analyze financial records to determine compliance with appropriate fiscal policies and procedures. Reveiw, analyze and approve financial documents, records and accounts for integrity and compliance with accounting procedures. Prepares annual and special reports for management. Participates in development of accounting procedures and practices of the Navajo Nation. Provides assistance and guidance to lower level accountants and staff with relation to complex accounting problems in an independent manner. Is able to handle difficult accounting activities. Plans and carries out assignments in effective, efficient manner, is innovative and creative in applying accounting concepts to resolve management issues and provides alternative directions. Is able to research and compile information to create reports for management and other programs. Works with internal as well as external auditors to compile information for annual audit. Approval of reimbursements and refunds from various funds.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; and

Experience:

two (2) years of progressively responsible or diverse accounting exerience involving financial policy analysis and information systems; or a Master's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma,

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Special Knowledge, Skills and Abilities:

Experienced knowledge of JD Edwards system. General knowledge of fixed assets and GASB standards.